

ETR 300

BUSINESS PLAN
SERI MAHKOTA CONSULTANCY SERVICES
MARA UNIVERSITY OF TECHNOLOGY
MELAKA CAMPUS



UNIVERSITI TEKNOLOGI MARA
KAMPUS ALOR GAJAH
MARA UNIVERSITY OF TECHNOLOGY

Tarikh : 20/7/2000
Surat Tuan :
Surat Kami : 100-CM(AKA 37/B)

UNIT MEDEC
Km. 26 Jalan Lendu, 78000 Alor Gajah, Melaka
Tel. No: 06-5591263
Fax No: 06-5563963

KEPADA SESIAPA YANG BERKENAAN

Tuan,

Sukacita dimaklumkan bahawa pelajar-pelajar yang tersenarai namanya di bawah adalah pelajar Kursus Diploma Pentadbiran Awam di Universiti Teknologi MARA, Kampus Alor Gajah Melaka. Mereka telah ditugaskan untuk membuat penyelidikan sebagai memenuhi syarat matapelajaran ETR 300 Asas Keusahawanan

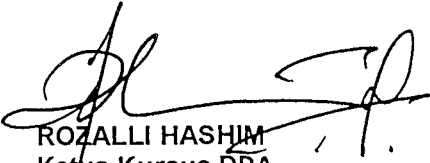
Bil.	Nama Pelajar	No. ITM
1.	Norfaizah bt. Ali	98043832
2.	Noriana bt. Md. Jalil	98043871
3.	Mohamed Zairi Zainal Abidin	98043539
4.	Nurul Lisa bt. Kohseni	98043983
5.	Siti Maria bt. Haris	98044231

Sukacita saya sekiranya dapat tuan membantu mereka dengan maklumat-maklumat yang berkaitan untuk menjayakan projek kajian mereka. Segala maklumat yang diperolehi akan digunakan semata-mata untuk tujuan akademik dan tidak akan disebarikan kepada umum.

Kerjasama tuan saya dahului dengan ucapan ribuan terima kasih.

Sekian.

Yang benar,


ROZALLI HASHIM
Ketua Kursus DPA
UiTM Kampus Alor Gajah Melaka
b/p Provos

LETTER OF CAPITULATION

Diploma in Public Administration
University Technology MARA (UiTM)
Melaka Campus,
KM 26 Jalan Lendu,
78000 Alor Gajah,
Melaka

4 October 2000

Professor Madya Dr. Haji Illias Zaidi
Lecturer of ETR 300,
University Technology MARA (UiTM)
KM 26 Jalan Lendu,
78000 Alor Gajah,
Melaka.

Sir,

CAPITULATION OF BUSINESS PLAN

According to the subject above we would like to present upon you our business plan.

2. For your information our business plan is about consultancy services including the preparation and the implementation of the services based on the contract with our clients
3. The purpose of this business plan is for us to evaluate our self in establishing a business and as a guideline for us to form such business more properly in the future.

4. Therefore we hope that you are satisfied with our business plan that had been presented. And we hope that it can give benefit for us.

Thank You.

Sincerely.

MOHAMED ZAIRI ZAINAL ABDIDIN
GENERAL MANAGER

SITI MARLIA HARIS
ADMINISTRATIVE OFFICER

NORFAIZAH ALI
FINANCIAL OFFICER

NURUL LISA KOHSENI
MARKETING OFFICER

NORIANA MD. JALIL
OPERATIONAL OFFICER

EXECUTIVE SUMMARY

SERI MAHKOTA CONSULTANCY SERVICES is formed based on the demand and needs for consultancy services in scope of management and quality control services. Our company will bind a contract with our clients that requested our services. We chose to involve in this scope of business field because of the experiences and knowledge that were needed to perform the task had existed among us who are majority graduates from Diploma in Public Administration. This field of business also has the potential to expand and will give great return in the future.